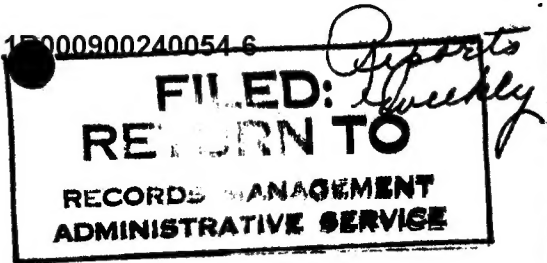


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Security Information
OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS



TO : Chief, General Services
FROM : Chief, Records Management & Distribution Branch
SUBJECT: **Weekly** Report of Operations for the period ending
30 April 1953

A. Personnel

	On Duty	Vacancies	In Process
Office of Chief	<div style="border: 1px solid black; width: 50px; height: 80px; margin: 0 auto;"></div>	0	0
Rcds. Mgt. Section		2	7
Rcds. Center Section		2	2
Mail Control Section		0	29
		4	38

25X1

1. No. on leave three days or more:

Records Mgt. Section- 0
Mail Control Section- 1
Records Center Sec.- 1

2. No. on special detail out of office 2. How long?

Records Mgt. Section- 1
Records Center Section- 0
Mail Control Section- 1

3. Where: **One Records Analyst to Jackson Commission.**
One man in Transportation Division as full time courier.

4. No. pending resignation, transfer and/or reassignment:

Records Management Section- 0
Records Center - 0
Mail Control - 15

5. Specific cases on item 4 not in previous reports. -

6. New applicants interviewed -. Recruited by Personnel -.
Recruited by this office -.

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Approved For Release 2008/05/24 : CIA-RDP70-00211R000900240054-6

APPENDIX B

Week ending 30 April 1953

	<u>This Week</u>	<u>Average Week 1st 6 Months</u>
1. Microfilming		
Images filmed-Rotary Camera	52,660	21,300
Flat-bed Camera	2,824	13,000
2. Records Center--(all figures in cubic feet)		
Records received for processing and storage	6	-
References to record material	59	220
Records material destroyed	2	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	230	549
Intelligence Reports	33	63
b. Supplemental Distributions:		
Information Reports	589	229
Intelligence Reports	219	160
Notices	6	54
Regulations	181	145
Others	0	5
c. Initial Distribution:		
Notices	4	3.8
Regulations	2	1.8
Others	2	.3
4. Mail Activities		
a. Post Office Mail		
Incoming	4,583	5,150
Outgoing	6,048	6,550
b. Postage expended	\$ 736.54	\$ 775.00
c. Scheduled Courier trips	240	240
d. Special Courier trips	102	33.4
e. Inter-agency mail by Courier		
Incoming	1,012	770
Outgoing	2,015	1,275
f. Personnel actions:		
Recruitments	0	-
Separations	0	-
g. Use of Motor Pool Vehicles		
Available	12	-
Available but delayed	5	-
Not Available	1	-

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